

**SUMMARY OF THE
TRANSITION AD HOC COMMITTEE MEETING
MARCH 27, 2002**

The Transition Ad Hoc and Program Policy and Structure Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, March 27, 2002, at 1:00 p.m. Eastern Standard Time (EST) via teleconference. Chairperson Dr. Paul Kimsey of the California Department of Health Services led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

REVIEW OF PREVIOUS MINUTES

No minutes were reviewed. The minutes from the March 13, 2002, teleconference will be reviewed by Chairs Kimsey and Jackson, with any input received from members via e-mail.

INTRODUCTION AND WELCOME

Dr. Kimsey welcomed members of both committees to this joint meeting, as well as invited guest Jerry Parr.

ELAB PRESENTATION UPDATE

Dr. Kimsey updated the members on his report to ELAB on the progress being made by the Transition/Program Policy and Structure Committees on drafting a new Constitution and Bylaws for the Standards Adoption organization.

CONSTITUTION AND BYLAWS REVIEW

After a thorough review of the proposed language of the revised Constitution and Bylaws for the Standards Adoption organization (NELAC), Dr. Kimsey made a motion to approve the Constitution and Bylaws as presented, with the modifications as agreed to by both committees. The motion was unanimously approved.

Dr. Jackson volunteered to prepare a clean, redline/strikeout version of the modified Constitution and Bylaws for distribution to the members and Ms. Hankins by Friday, March 29. Drs. Jackson and Kimsey will formally present this document to the Board of Directors on April 11, 2002. Ms. Hankins will distribute the modified Constitution and Bylaws to all committee chairs and ELAB, and have it posted on the NELAC website by April 15, 2002.

FUTURE TELECONFERENCES

The next teleconference will be April 10, 2002, at 1:00 p.m. EST. The next meeting will be devoted to planning the presentation for NELAC 8. Dr. Kimsey will cancel the EPA conference lines for April 10 and April 24, 2002, and set up these conference calls through the California

conference system. He will send everyone the number via e-mail, once it has been set up.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
TRANSITION AD HOC COMMITTEE MEETING
MARCH 27, 2002**

| Item No. | Date Proposed | Action | Date to be Completed |
|-----------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1. | 03/13/02 | Dr. Jackson to write a summary paper. | ASAP |
| 2. | 03/27/02 | Dr. Jackson will prepare a clean, redline/strikeout version of the modified Constitution and Bylaws for distribution to the members and Ms. Hankins. | 03/29/02 |
| 3. | 03/27/02 | Drs. Jackson and Kimsey will formally present the Constitution and Bylaws to the Board of Directors on April 11, 2002. | 04/11/02 |
| 4. | 03/27/02 | Ms. Hankins will distribute the modified Constitution and Bylaws to all committee chairs and ELAB, and have it posted on the NELAC website. | 04/15/02 |

PARTICIPANTS
TRANSITION AD HOC & PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
MARCH 27, 2002

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